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MEMORANDUM

To: Assistant for Plans and Development

April 15, 1966

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Subject: Project Origination Procedure

Attached is a procedure manual for the Project Origination Procedure.

#999701 has been used as the suggested charge number. You probably will wish to change this number, when you issue the P&DS procedure manual.

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Report #110-2

PROJECT ORIGINATION PROCEDURE  
MANUAL

April 11, 1966

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## 1.0 INTRODUCTION

This manual records the complete instructions for the detailed steps to be followed by each individual in the Project Origination Procedure.

Time spent by individuals in the steps of the procedure shall be charged to #99245-6.

## 2.0 THE EVALUATION COMMITTEE

The Evaluation Committee shall meet bi-weekly, or oftener when called by the Chairman. The Committee shall consist of the P&DS Branch Chiefs, with an additional member appointed by the Assistant for Plans and Development if he chooses. The Assistant for Plans and Development shall appoint one of the Evaluation Committee members as Chairman.

### 3.0 PROJECT SUGGESTION FORM

The first step shall consist of filling out a Project Suggestion Form on which the Project Suggestion shall be stated completely, or which shall serve as a cover sheet for supplementary sheets outlining the Project Suggestion and the need which it is intended to fill. The Project Suggestion Form will be hereafter referred to by the initials PSF. The list below states who is responsible for filling out the PSF for each of the listed points of origination of a Project Suggestion.

<u>Point of origination of a Project Suggestion</u>	<u>PSF shall be filled out by</u>
1. Internal to P&DS	1. Anyone in P&DS
2. Contractor & Project Officer	2. Contractor with help of Project Officer
3. Contractor, unassisted by any Center personnel	3. Designee* of the Evaluation Committee Chairman (PSF becomes a cover sheet for the unsolicited proposal)
4. Operating Component of Center	4. Operating Component, Project Officer, or Designee of the Evaluation Committee Chairman

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\* Designee of the Evaluation Committee Chairman is the person chosen by him to handle details such as originating certain forms, putting together an agenda before each Evaluation Committee meeting, maintaining Tickler and Historical File, and sending late action notices, all under his direction.

The Project Suggestion Form shall include the name of the suggestor, his location, the date of the suggestion, a brief description of the suggestion, a brief explanation of the need to be met by this suggestion, and the signature of the suggestor. All information should be included which is possessed by the originator of the suggestion, or at least an allusion to information too voluminous to be included with the PSF. It is possible for the suggestion to be merely a brief explanation of a need recognized by the suggestor without any concept of how the need can be met. Here the brief description of the suggestion would be to "search for means of meeting a need".

Upon completion each PSF shall be sent to the Evaluation Committee Chairman in P&DS.

#### 4.0 PROJECT SUGGESTION ROUTING SHEET

The Chairman of the Evaluation Committee shall deliver the Project Suggestion Form to his Designee who is to handle the Project Suggestion record keeping. This person will be hereafter referred to as the Designee. The Designee shall make out the Project Suggestion Routing Sheet (hereafter referred to as the PSRS). The Designee at this time shall complete the PSF by assigning the Project Suggestion title. This title shall be selected so as to be descriptive of the suggestion and be unique.

The Designee shall originate a Project Suggestion Routing Sheet. The Designee shall reproduce the PSF and the PSRS, and shall file the two copies together in the Tickler File under reference date of the next Evaluation Committee meeting. The Designee shall deliver the original of the PSF and the PSRS to the Chairman of the Evaluation Committee.

The Chairman of the Evaluation Committee may instruct his Designee to maintain a simple list of Project Suggestion titles and Project titles (see Section 7.0) if he believes it worthwhile. Such a list would be useful to insure unique titles for new Project Suggestions and Projects.

The Designee shall file copies of the PSRS in the Tickler File as they are received during the entire Project Origination under a referral date two weeks from the date of last action on the PSRS, except in step 5 where the proper referral date is recorded on the PSRS. If the next action is not reported to the Designee by a copy of the updated referral sheet before the referral date, the Designee shall send a memo of reminder to the person responsible for the next action. The PSRS should be refiled under date two weeks hence. A second failure to act within two weeks should be reported to the Chairman of the Evaluation Committee by the Designee.

## 5.0 THE FIRST EVALUATION

The Designee shall present the originals of the PSF and PSRS to the Chairman of the Evaluation Committee. At the same time copies of the PSF and PSRS shall be placed in the Tickler File under a reference date of the next meeting of the Evaluation Committee. Before each Evaluation Committee meeting, the Designee shall prepare a list of Project Suggestions which should come up for discussion at the next meeting and present this list to the Evaluation Committee Chairman.

At its next meeting the Evaluation Committee shall make Proceed or Stop decisions regarding the Project Suggestions based on a very quick examination of the Project Suggestion Forms. If the Project Suggestion is judged worthy of an investigation, the Evaluation Committee shall choose the Branch which is best suited to conduct the investigation. The agenda for this meeting, with notes made as to action, shall become the minutes of this meeting and shall be placed in the Historical File by the Designee.

After the Evaluation Committee's first evaluation decision, the Committee shall cause the PSRS to be reproduced and the Designee shall place one copy in the Tickler File under reference date two weeks hence. The old copy of the PSRS in the Tickler File shall be discarded.\* In the event of a Stop decision by the Evaluation Committee, both the PSRS and the PSF shall be delivered to the Assistant for Plans and Development for his review of the Evaluation Committee decision. If the Assistant for Plans and Development agrees with the Stop decision, the papers shall be returned to the Designee who shall originate a Project Suggestion Reply Memo, PSRM, from the minutes of the meeting and the notes on the PSF or PSRS from the meeting. The PSRM should state that a decision has been made not to proceed with the Project Suggestion

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\* At every point in this Procedure at which an updated copy of the PSRS is placed in the Tickler File, the old copy of the PSRS shall be discarded.

and should give a summary of the reasons. The Designee shall reproduce the PSRM and send the original to the originator of the Project Suggestion. If the originator is outside the Center, proper procedures shall be used for the contact. The copy of the PSRM and the originals of the PSF and PSRS shall be placed in the Historical File.

If the Assistant for Plans and Development does not agree with the Evaluation Committee and wishes the investigation to proceed, he shall cause the PSRS to be reproduced and a copy sent to the Designee for filing in the Tickler File with a reference date two weeks hence. The PSF and PSRS then shall be delivered to the Evaluation Committee for them to choose the Investigating Branch at their next meeting. The Designee shall add these necessary actions to the agenda, before the next meeting.

After the Investigating Branch has been chosen, the Evaluation Committee shall cause a copy of the PSRS to be sent to the Designee for filing in the Tickler File with a reference date two weeks hence and the originals of the PSF and PSRS shall be sent to the Branch Chief of the Branch assigned for the investigation.

## 6.0 THE INVESTIGATION

The Branch Chief of the assigned branch shall choose the individual within his branch whom he wishes to perform the investigation. He shall decide a date for completion of the investigation and record this date of the PSRS. He shall then cause a copy of the PSRS to be reproduced and sent to the Designee for filing in the Tickler File under the date listed for completion of the investigation.

The individual investigator shall then gather together the report of any experimental work or data which relate to the Project Suggestion. He should attempt to gather data relative to two considerations, namely:

1. The desirability of the improvement, i.e., whether the improvement would enable the Center more effectively to meet its mission,
2. The feasibility of the proposed method of achieving the improvement, i.e., the probability of success by the proposed method, or the likelihood of finding a means of meeting the need described by the Project Suggestion.

The investigation shall be limited to the gathering of presently existing data and experts' opinions and shall not include any new experimental work. Normally, this would be a brief investigation to be completed in two weeks and time extensions should be the exception rather than the rule. Upon completion of the investigation, the investigator shall deliver the PSF and PSRS and all information gathered to his Branch Chief who shall send it to the Evaluation Committee Chairman. The investigator shall send the Designee a copy of the updated PSRS, for filing in the Tickler File under date two weeks hence. The Designee shall add such completed investigations to the agenda for the next meeting of the Evaluation Committee.

#### 7.0 THE EVALUATION COMMITTEE RECOMMENDATION

At its next meeting the Evaluation Committee shall make a recommendation to the Assistant for Plans and Development either to Proceed and make the Project Suggestion into a Project, or Stop. If the recommendation is to Proceed the Evaluation Committee shall assign a Project title to be used for the project if approved by the Assistant for Plans and Development. The Evaluation Committee shall ascertain from the Designee's records that the title as chosen is unique. The Evaluation Committee shall also recommend the Branch best suited to carry on the proposed Project. In the event that the Evaluation Committee cannot agree on this recommendation, the decision may be left to be made by the Assistant for Plans and Development and any member of the Evaluation Committee shall have the right to state his views in writing. Such statements shall accompany the PSRS when delivered to the Assistant for Plans and Development.

As part of the minutes of this meeting, the record of vote shall be entered in the minutes and the reason for the decision indicated in writing if not apparent from the materials provided by the investigator. Any member of the committee who dissents from the Committee's decision shall make a statement in writing of such dissent and his reasons for his dissent, which shall be forwarded with the PSF and the PSRS carrying the recommendation of the majority.

After the Evaluation Committee has made a recommendation it shall cause a copy of the PSRS to be sent to the Designee for filing in the Tickler File under a date two weeks hence. The original of the PSF, and PSRS should be sent to the Assistant for Plans and Development, along with any dissenting opinions as indicated in the previous paragraph.

#### 8.0 PROCEED OR STOP DECISION

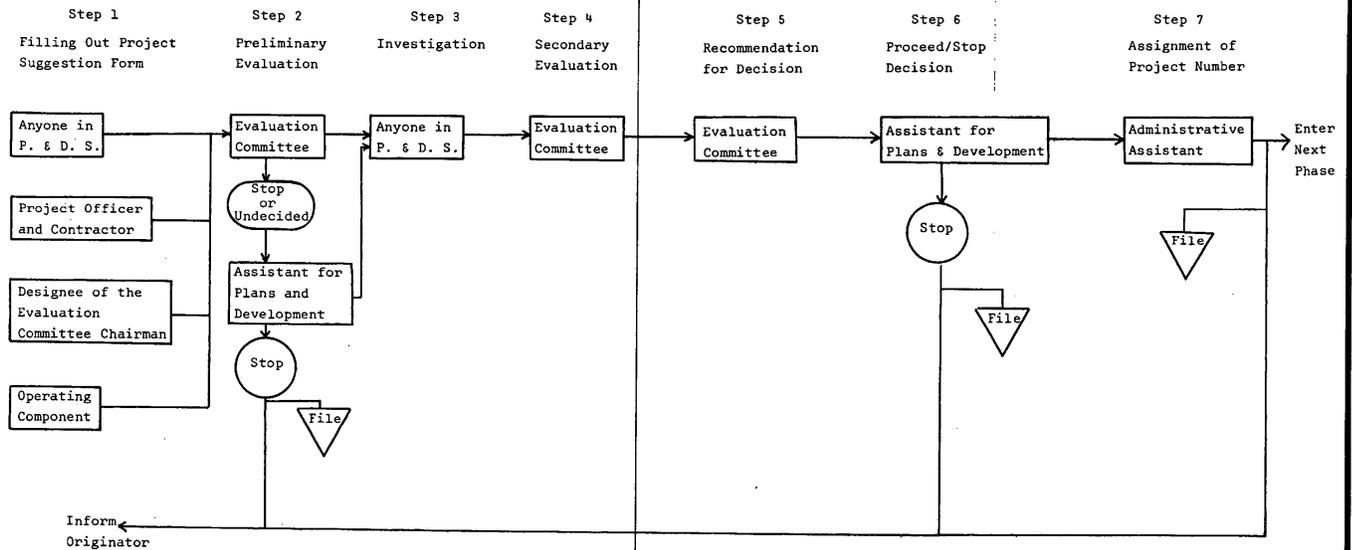
The necessary information is now available to the Assistant for Plans and Development to make a Proceed or Stop decision. Should he feel at this point that the information is inadequate, he may, of course, order further investigation. This particular possibility has not been provided for in the TIMING AND DECISION CONTROL CHART, but it would merely be reentering the procedure at the appropriate point with a new PSRS.

If a Stop decision is made, the Designee shall originate a PSRM based on the information attached to the PSF and shall cause this PSRM to be reproduced and the original sent to the originator of the suggestion. If the originator is outside the Center, proper procedures shall be used for the contact. The PSRM should state that a decision not to proceed with the Project Suggestion has been made and should give a summary of the reasons. A copy of the PSRM, the PSF, and PSRS are then filed in the Historical File for future reference.

Should the decision be to Proceed, the Assistant for Plans and Development shall send the PSF and PSRS to his Administrative Assistant, who shall assign a project number from the block assigned by the Operations Division for this purpose. Under certain infrequently occurring conditions, the Project Suggestion will not require the assigning of a new number but will simply be recognized as a separate activity under an old project number. The Administrative Assistant shall, when required, simply record this fact in the place of the project number. The PSF and PSRS with all accompanying material shall be delivered to the Designee. The Designee shall then originate a PSRM, and send the original to the originator of the Project Suggestion. If the originator is outside the Center, proper procedures shall be used for the contact. The PSRM need only report the fact that the Project Suggestion has been accepted as worthy of continued work when time and funds are available. In the case of an unsolicited proposal, the originator should also be informed that the Center will respect the proprietary nature of his proposal.



FIGURE 1: DECISION CHART



Classification

PROJECT SUGGESTION ROUTING SHEET (PSRS)

For \_\_\_\_\_  
Project Suggestion Title

Instructions:

- a. At each numbered step a copy of the updated PSRS shall be sent to the Designee except in steps 10 and 11.
- b. Use charge #99245-6. when working on any Project Suggestion.

- 1. PSRS originated by Designee of Eval. Com. Chmn. on \_\_\_\_\_  
Date \_\_\_\_\_
- 2. To Eval. Com. Chmn. for Proceed/Stop decision by Committee
  - Proceed Date of decision \_\_\_\_\_
  - Stop
- 3. To Assistant for Plans and Development for review
  - Disagree - Proceed Date of review \_\_\_\_\_
  - Agree - Stop
- 4. To Eval. Com. Chmn. for assignment to Branch
  - Assigned to \_\_\_\_\_ Branch; Date \_\_\_\_\_
- 5. To Assigned Branch Chief for Investigator assignment
  - Assigned to Mr. \_\_\_\_\_ on \_\_\_\_\_;
  - Investigation to be completed by \_\_\_\_\_
- 6. To Investigator to gather data and information
  - Investigation completed on \_\_\_\_\_
- 7. To Eval. Com. Chmn. (thru Br. Chief) for Recommendation
  - Recommend Proceed; Project title \_\_\_\_\_
  - \_\_\_\_\_ ; Assign to \_\_\_\_\_ Branch
  - Recommend Stop
- 8. To Assistant for Plans and Development for decision
  - Drop Project Suggestion Date \_\_\_\_\_
  - Originate Project Signature \_\_\_\_\_
- 9. To Administrative Assistant for project number assignment
  - Project number \_\_\_\_\_ ; Date \_\_\_\_\_
- 10. To Designee for origination of PSRM
  - PSRM to originator and PSRM, PSF, PSRS copies to file \_\_\_\_\_
  - Date \_\_\_\_\_
- 11. To Assigned Branch Chief

Classification

FIGURE 2: TIMING AND DECISION CONTROL CHART

